

NOTICE AND AGENDA - AMENDED
BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT
Regular Meeting

Notice is given that a meeting of the Big Plains Water and Sewer Special Service District will be held on **Thursday, June 11th 2020**, commencing at **6:00 PM** or shortly thereafter.

Pursuant to the Executive Order issued by Governor Gary Herbert on March 18, 2020 regarding Electronic Public Meetings, please be advised that the meeting will be held electronically and broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting <https://us02web.zoom.us/j/89557935641>

To call into the meeting, dial (253) 215 8782 and use Meeting ID 895 5793 5641

The Agenda is as follows:

Call to Order/ Pledge of Allegiance/ Roll Call

CONSENT AGENDA

- A. Board Meeting Minutes for April 2, 2020

STAFF REPORTS

- 1. Dale Harris, Superintendent
- 2. Rod Mills, District Engineer

DISCUSSION AND ACTION

- 3. Discussion and possible action on Cooke Well
- 4. USDA RD Water Project Update
- 5. Gooseberry Preserve project update
- 6. RCAC Rate Study Presentation
- 7. Public hearing for Fiscal Year 2020-2021 Tentative Budget and proposed base rate increase
- 8. Discussion and possible action on adoption of water base rate increase. Resolution BPW-2020-02
- 9. Discussion and possible action on adoption of Fiscal Year 2020-2021 Annual Budget. Resolution BPW-2020-03
- 10. Public hearing for Fiscal Year 2019-2020 Budget Amendment
- 11. Discussion and possible action on adoption of Fiscal Year 2019-2020 Annual Budget. Resolution BPW-2020-04
- 12. Open and Public Meetings Training

ADJOURNMENT

CERTIFICATE OF POSTING: I, Ben Billingsley, as duly appointed Deputy Clerk for the Town of Apple Valley, hereby certify that this notice was posted at the Utah Public Notice website <http://pmn.utah.gov> and the Town Website www.applevalleyut.gov on the **10th day of June, 2020**.

Dated this 10th day of June, 2020

Ben Billingsley

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS AND MEETINGS
In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should notify the Town of Apple Valley at 435-877-1190.

OPENING

Chairman Merritt brought the meeting to order at 6:01 p.m. welcoming all in attendance and led the Pledge of Allegiance.

PRESENT

Chairman Harold Merritt
Mayor Marty Lisonbee
Board Member Ross Gregerson
Board Member Denny Bass
Board Member Jerry Jorgensen

DECLARATION OF CONFLICTS OF INTEREST – no conflicts declared

CONSENT AGENDA

- A. February 2020 Expense Report**
- B. February 2020 Operational Budget Report**

Commissioner Bass has a couple of questions about the professional services. The professional fees show that we are over the budgeted amount and he asks if we have needed additional services. Chairperson Merritt mentions that most of this was for engineering and had been mandated by the state. Impact fees are 36,000 and we estimated for 234,000 are we estimating a big surge of impact fees. Mayor Lisonbee mentions that we are required to pass a compliant budget and the 234,000 is what we needed to pass to make the budget compliant. They understand this may not happen. Ben mentions the district has a negative fund balance. Our bond requirements are not fully funded.

MOTION:	Chairperson Merritt moves to accept the consent calendar.
SECOND:	Board Member Bass
VOTE:	Chairman Merritt called for a vote:
	Board Member Gregerson Aye
	Chairman Merritt Aye
	Mayor Lisonbee Aye
	Board Member Bass Aye
	Board Member Jorgensen Aye

STAFF REPORTS

1. Dale Harris-Superintendent

Dale mentions that the Gooseberry Mesa folks would like to have heads sleeping on the mesa this fall. He thinks that within the next 45 days they will see movement on the pump station. Board member Bass would like Dale to get with him and discuss the Source Protection so he has a better idea of what this is all about. Board member Gregerson is concerned that we do not have sufficient backup according to state requirements, especially with well 59. Dale mentions the Cooke well is a better source as far as aesthetics than the Jessop well.

DISCUSSION AND ACTION

2. Discussion and possible recommendation regarding standby fees collected under 2016 tax assessment for Cedar Point Phase 3 lots 1-17.

MOTION: Chairman Merritt moves to table item 2.

SECOND: Board Member Gregerson

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson	Aye
Chairman Merritt	Aye
Mayor Lisonbee	Aye
Board Member Bass	Aye
Board Member Jorgensen	Aye

3. Discussion and possible recommendation on Policies and Procedures update for Connection Fee and Tampering policies. Resolution BP-R-2020-01.

Chairman Merritt turns time over to Ben Billingsley to further address this topic. He reads changes for section 1.1.2.

Discussion ensues on compaction and encroachment and how to make sure they are meeting town guidelines. The mayor would like a handout to go along with the encroachment permit outlining the town standards for replacing the road.

MOTION: Board Member Gregerson moves to approve section 1.1.2 as proposed.

SECOND: Board Member Bass

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson	Aye
Chairman Merritt	Aye
Mayor Lisonbee	Aye
Board Member Bass	Aye
Board Member Jorgensen	Aye

System tampering policies- Ben reads section 11.9 changes. They discuss the need to add a little more language defining what system assets they are talking about. Dale suggests we add something distinguishing between the different sides of the meter.

MOTION: Mayor Lisonbee moves to approve this language with the following; instead of just saying related equipment we include the words “including the meter and the meter base or can”.

SECOND: Chairman Merritt

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson	Aye
Chairman Merritt	Aye
Mayor Lisonbee	Aye
Board Member Bass	Aye
Board Member Jorgensen	Aye

Appendix A-1 establishing the deposit.
\$1,600 is the amount estimated for this.

MOTION: Mayor Lisonbee moves to approve appendix A-1 for the connection fee deposit by meter size.

SECOND: Board Member Bass

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson	Aye
Chairman Merritt	Aye
Mayor Lisonbee	Aye
Board Member Bass	Aye
Board Member Jorgensen	Aye

4. USDA RD Water Project Update

5. Discussion and possible action on bulk water meter billing and road repairs. Petitioner Richard Fischer.

This item is tabled as Mr. Fischer is not available.

6. Introduction and Public Hearing for FY2019-2020 Budget Amendment.

Ben introduces the changes to the budget. As outlined it draws down several categories in order to increase the professional services expense for this year. This will enable the district to pay the professional service invoice that wasn't budgeted for previously.

Public hearing is opened by Chairman Merritt

Tish Lisonbee- \$42,000 in the fund and \$20,000 is to be allocated for engineering. That only leaves \$22,000 to do \$42,000 in repairs. Hasn't this already been awarded to Southwest and where will the additional \$20,000 to pay them come from.

Chairman Merritt mentions that the Southwest project will be broken down into several pieces and we will have to work with the budget that we have. We will start with the Cooke well and is the focus for the money that is left. Board Member Gregerson mentions when they bid this project out they did it in segments so they could use sweat equity. The bid has been awarded but they don't have to award the whole bid. He believes they are in a good position to get Cooke well online and upgraded.

Mayor Lisonbee would like to know if there is any grant money available for the source protection improvements that are mandated by the state. The mayor asks if the board ever voted to spend this money on source protection.

Chairman Merritt closes public comments

7. Discussion and possible recommendation of Budget Amendment.
Resolution BP-R-2020-02

Ben goes over the budget changes.

MOTION: Mayor Lisonbee Moves to approve the budget but would like to see if there are any funds out there for a grant.

SECOND: Board Member Bass

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson	Aye
Chairman Merritt	Aye
Mayor Lisonbee	Aye
Board Member Bass	Aye
Board Member Jorgensen	Aye

The vote was unanimous and the motion carried.

ADJOURNMENT

MOTION: Board Member Bass moves to adjourn

SECOND: Board Member Gregerson

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson	Aye
Chairman Merritt	Aye
Mayor Lisonbee	Aye
Board Member Bass	Aye
Board Member Jorgensen	Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:45 p.m.

Date approved: _____

Harold Merritt, Chairman

ATTEST BY: _____
Michelle Kinney, Recorder

**BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT
RESOLUTION NO. BPW-2020-02**

***A RESOLUTION AMENDING THE WATER RATES FOR THE BIG PLAINS WATER AND SEWER
SPECIAL SERVICE DISTRICT***

WHEREAS, the Big Plains Water and Sewer Special Service District ("District") adopted water rates as set forth by Resolution Number 2012-02; and

WHEREAS, at a meeting duly called, noticed and held on the 11th day of June, the District held a meeting wherein the need was demonstrated to increase revenue in order to pay operational expenses, debt service and to meet debt covenant obligations; and

WHEREAS, at the meeting held on the 11th day of June, a public hearing was held wherein all interested persons were allowed to speak for against the proposal to increase the existing fee; and

WHEREAS, the Board of Trustees listened to and took into consideration all public input on the proposed rate increase; and

WHEREAS, the District Board deems it necessary and appropriate to adjust the water rates as follows:

Service	Rate
Base Rate and Standby Fee	\$49.00 per month
<i>Usage Fees</i>	
Tier 1 0-5000 gallons	\$1.50 per thousand gallons
Tier 2 5,000-12,000 gallons	\$1.75 per thousand gallons
Tier 3 12,000-25,000 gallons	\$2.00 per thousand gallons
Tier 4 25,000-35,000 gallons	\$2.25 per thousand gallons
Tier 5 35,000-45,000 gallons	\$2.50 per thousand gallons
Tier 6 Over 45,000 gallons	\$2.75 per thousand gallons

WHEREAS, at a meeting of the District, duly called, noticed and held on the 11th day of June, 2020, and upon motion duly made and seconded:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the District that the aforementioned water rates shall be charged and effective on July 1st, 2020.

PASSED this 11th day of June, 2020.

BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT

Harold Merritt, Chairman

BOARD MEMBER VOTES:

Board Member Jerry Jorgensen voted	_____
Board Member Ross Gregerson voted	_____
Board Member Marty Lisonbee voted	_____
Board Member Denny Bass voted	_____
Chairman Harold Merritt voted	_____

The Town Council of the Town of Apple Valley authorizes the approval of Resolution BPW-2020-02 as written.

Mayor, Marty Lisonbee

Date

COUNCIL MEMBER VOTES:

Mayor Marty Lisonbee	_____
Council Member Denny Bass	_____
Council Member Paul Edwardsen	_____
Council Member Debbie Kopp	_____
Council Member Michael McLaughlin	_____

ATTEST:

SEAL:

Ben Billingsley, Deputy Clerk

**BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT
RESOLUTION NO. BPW-2020-03**

A RESOLUTION ADOPTING THE FISCAL YEAR 2020-2021 ANNUAL BUDGET

WHEREAS, the Big Plains Water and Sewer Special Service District ("District") is required to adopt the Fiscal Year End 2020 Annual Budget for the expenditure of certain of the District's funds pursuant to the Utah Code Annotated 17B-1-614; and

WHEREAS, at a meeting duly called, noticed and held on the 11th day of June, the District held a public hearing wherein all interested persons were allowed to speak for or against the proposed budget; and

WHEREAS, at a meeting of the District, duly called, noticed and held on the 11th day of June, 2020, and upon motion duly made and seconded:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the District to adopt the Fiscal Year 2020-2021 Annual Budget for the District attached hereto, as provided by Utah Code Annotated 17B-1-614

PASSED this 11th day of June, 2020.

BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT

Harold Merritt, Chairman

BOARD MEMBER VOTES:

Board Member Jerry Jorgensen voted	_____
Board Member Ross Gregerson voted	_____
Board Member Marty Lisonbee voted	_____
Board Member Denny Bass voted	_____
Chairman Harold Merritt voted	_____

The Town Council of the Town of Apple Valley authorizes the approval of Resolution BPW-2020-03 as written.

Mayor, Marty Lisonbee

Date

COUNCIL MEMBER VOTES:

Mayor Marty Lisonbee	_____
Council Member Denny Bass	_____
Council Member Paul Edwardsen	_____
Council Member Debbie Kopp	_____
Council Member Michael McLaughlin	_____

ATTEST:

SEAL:

Ben Billingsley, Deputy Clerk

Big Plains Water & Sewer Special Service District					
FY 2020-2021 Tentative Budget					
	FY18 Actual	FY19 Actual	FY20 YTD Mar20	FY20 Estimate/Budget	FY21 Budget
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	185,729	185,422	148,555	186,048	278,440
5150 Water Standby Fees	37,998	36,694	24,766	32,886	54,684
5310 Connection Fees	21,650	34,888	16,500	65,000	2,000
5410 Late Penalties and Fees	19,310	5,257	0	5,000	3,000
5490 Other Operating Income	22,594	30,565	11,873	12,000	18,000
Total Operating income	287,281	292,826	201,693	300,934	356,124
Operating expense					
6010 Clerical Contractor Labor	20,407	0	0	0	12,000
6011 Town Payroll Services	45,369	430	0	0	0
6013 Water Salaries and Wages	866	45,006	32,889	45,000	45,006
6014 Water Benefits	226	24,845	18,374	26,193	25,883
6015 Admin Salaries and Wages	0	23,705	0	0	0
6016 Admin Benefits	0	12,831	0	0	0
6021 Public Postings	787	807	51	100	500
6023 Travel/Fuel	3,100	821	829	1,200	1,200
6024 Training	0	295	0	300	800
6025 Books/Subscriptions/Memberships	0	990	716	750	1,000
6030 Office Supplies and Expenses	4,893	7,322	3,297	5,009	3,034
6032 Postage	412	908	72	0	2,904
6035 Bank Service Charges	68	2,440	1	0	100
6036 Bad Debt	0	0	0	0	0
6040 Professional Service	35,821	10,716	18,734	18,734	0
6043 Accounting & Audit Fees	4,473	6,611	6,921	7,000	7,000
6044 Water Testing	1,241	7,308	3,201	4,000	5,200
6045 Legal Fees	11,410	5,549	776	1,600	3,000
6050 System Maintenance and Repairs	7,372	3,488	2,524	3,000	3,500
6051 System Equipment	4,034	10,824	3,872	4,700	4,000
6052 Well Maintenance and Repairs	877	3,572	1,305	1,900	2,000
6053 Tank Maintenance and Repairs	4,400	4,350	0	500	0
6060 Equipment Maintenance	73	2,993	3,947	4,500	1,000
6061 Equipment Fuel	0	2,847	1,729	2,900	2,500
6067 Utilities	15,538	10,039	10,582	15,482	16,000
6068 Telephone & Internet	1,271	553	0	0	900
6070 Insurance	4,241	4,644	4,776	5,000	5,000
6095 Depreciation Expense	117,195	134,013	101,032	135,000	135,000
Total Operating expense	284,072	327,905	215,628	282,868	277,527
Total Income From Operations:	3,209	-35,079	-13,935	18,066	78,597
Non-Operating Items:					
Non-operating income					
5510 Grants	243,125	38,000	0	0	615,000
5515 Bond Proceeds	0	0	0	0	0
5520 Impact Fees	36,000	197,573	46,528	234,000	174,523

Big Plains Water & Sewer Special Service District					
FY 2020-2021 Tentative Budget					
	FY18 Actual	FY19 Actual	FY20 YTD Mar20	FY20 Estimate/Budget	FY21 Budget
5610 Interest Income	1,710	3,136	2,399	2,400	2,000
5680 Contributed Capital Revenue	0	0	0	0	0
5690 Sundry Revenue	0	0	0	0	0
5700 Gain or Loss on Plant Retirement	0	0	0	0	0
Total Non-operating income	280,835	238,709	48,927	236,400	791,523
Non-operating expense					
6080 Interest Expense	92,730	94,609	67,369	93,282	91,723
Total Non-operating expense	92,730	94,609	67,369	93,282	91,723
Total Non-Operating Items:	188,106	144,100	-18,442	143,118	699,800
Total Income or Expense	191,315	109,021	-32,377	161,184	778,397
5% of Prior Year Revenue (Deficit Makeup) https://le.utah.gov/xcode/Title17B/Chapter1/17B-1-S613.html					16,250
				Debt Service - Principal	147,147
				Canaan Reconstruction Project	615,000
				Total Required Net Income	778,397
					0

**BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT
RESOLUTION NO. BPW-2020-04**

A RESOLUTION TO AMEND THE FISCAL YEAR 2019-2020 ANNUAL BUDGET

WHEREAS, the Big Plains Water and Sewer Special Service District ("District") is required to adopt the Fiscal Year End 2020 Annual Budget for the expenditure of the District's funds pursuant to the Utah Code Annotated 17B-1-614; and

WHEREAS, pursuant to Utah Code 17B-1-622 the board of trustees may, by resolution, amend the budgets during the current Fiscal Year; and

WHEREAS, at a meeting duly called, noticed and held on the 11th day of June, the District held a public hearing wherein all interested persons were allowed to speak for or against the proposed amended budget; and

WHEREAS, at a meeting of the District, duly called, noticed and held on the 11th day of June, 2020, and upon motion duly made and seconded:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the District Board of Trustees to amend the Fiscal Year 2019-2020 Annual Budget for the District attached hereto, as provided by Utah Code Annotated 17B-1-622

PASSED this 11th day of June, 2020.

BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT

Harold Merritt, Chairman

BOARD MEMBER VOTES:

Board Member Jerry Jorgensen voted	_____
Board Member Ross Gregerson voted	_____
Board Member Marty Lisonbee voted	_____
Board Member Denny Bass voted	_____
Chairman Harold Merritt voted	_____

The Town Council of the Town of Apple Valley authorizes the approval of Resolution BPW-2020-04 as written.

Mayor, Marty Lisonbee

Date

COUNCIL MEMBER VOTES:

Mayor Marty Lisonbee

Council Member Denny Bass

Council Member Paul Edwardsen

Council Member Debbie Kopp

Council Member Michael McLaughlin

ATTEST:

SEAL:

Ben Billingsley, Deputy Clerk

Big Plains Water & Sewer Special Service District
FY 2019-2020 Amended Budget

	FY18 Actual	FY19 Actual	FY20 YTD Mar20	FY20 Budget Amendment
Income or Expense				
Income From Operations:				
Operating income				
5140 Water Sales	185,729	185,422	148,555	186,048
5150 Water Standby Fees	37,998	36,694	24,766	32,886
5310 Connection Fees	21,650	34,888	16,500	65,000
5410 Late Penalties and Fees	19,310	5,257	0	5,000
5490 Other Operating Income	22,594	30,565	11,873	12,000
Total Operating income	287,281	292,826	201,693	300,934
Operating expense				
6010 Clerical Contractor Labor	20,407	0	0	0
6011 Town Payroll Services	45,369	430	0	0
6013 Water Salaries and Wages	866	45,006	32,889	45,000
6014 Water Benefits	226	24,845	18,374	26,193
6015 Admin Salaries and Wages	0	23,705	0	0
6016 Admin Benefits	0	12,831	0	0
6021 Public Postings	787	807	51	239
6023 Travel/Fuel	3,100	821	829	1,042
6024 Training	0	295	0	0
6025 Books/Subscriptions/Memberships	0	990	716	716
6030 Office Supplies and Expenses	4,893	7,322	3,297	4,151
6032 Postage	412	908	72	150
6035 Bank Service Charges	68	2,440	1	1
6036 Bad Debt	0	0	0	0
6040 Professional Service	35,821	10,716	18,734	26,674
6043 Accounting & Audit Fees	4,473	6,611	6,921	6,921
6044 Water Testing	1,241	7,308	3,201	4,000
6045 Legal Fees	11,410	5,549	776	1,600
6050 System Maintenance and Repairs	7,372	3,488	2,524	3,000
6051 System Equipment	4,034	10,824	3,872	4,800
6052 Well Maintenance and Repairs	877	3,572	1,305	1,900
6053 Tank Maintenance and Repairs	4,400	4,350	0	0
6060 Equipment Maintenance	73	2,993	3,947	4,500
6061 Equipment Fuel	0	2,847	1,729	2,570
6067 Utilities	15,538	10,039	10,582	15,482
6068 Telephone & Internet	1,271	553	0	0
6070 Insurance	4,241	4,644	4,776	4,776
6095 Depreciation Expense	117,195	134,013	101,032	134,769
Total Operating expense	284,072	327,905	215,628	288,484
Total Income From Operations:	3,209	-35,079	-13,935	12,450

Big Plains Water & Sewer Special Service District
FY 2019-2020 Amended Budget

	FY18 Actual	FY19 Actual	FY20 YTD Mar20	FY20 Budget Amendment
Non-Operating Items:				
Non-operating income				
5510 Grants	243,125	38,000	0	0
5515 Bond Proceeds	0	0	0	0
5520 Impact Fees	36,000	197,573	46,528	241,500
5610 Interest Income	1,710	3,136	2,399	2,400
5680 Contributed Capital Revenue	0	0	0	0
5690 Sundry Revenue	0	0	0	0
5700 Gain or Loss on Plant Retirement	0	0	0	0
Total Non-operating income	280,835	238,709	48,927	243,900
Non-operating expense				
6080 Interest Expense	92,730	94,609	67,369	93,282
Total Non-operating expense	92,730	94,609	67,369	93,282
Total Non-Operating Items:	188,106	144,100	-18,442	150,618
Total Income or Expense	191,315	109,021	-32,377	163,068
5% of Prior Year Revenue (Deficit Makeup) https://le.utah.gov/xcode/Title17B/Chapter1/17B-1-S613.html				16,250
Debt Service - Principal				146,818
Canaan Reconstruction Project				0
Total Required Net Income				163,068
				0